

# **READVERTISEMENT**

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**February 6, 2008**

5 Page Document

---

<b>TITLE:</b>	Clinical Program Officer - Mental Health Services Plan
<b>POSITION NO:</b>	31763
<b>LOCATION:</b>	Addictive & Mental Disorders Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$33,136 - \$49,704 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

---

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 21, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is due at time of application. Occasional travel (approximately 10%) is required. Project deadlines may result in stressful working conditions and working hours may at times exceed the normal eight-hour workday.

**CRIMINAL BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position has primary responsibility within the Mental Health Services Bureau for clinical and fiscal oversight of the publicly-funded Mental Health Services Plan (MHSP). This position ensures program activities are completed in a timely manner and within budget; reports on outcomes as requested by the legislature; develops standards for the administration and management of state-funded community based

services for adults with serious mental illness including clear clinical eligibility criteria; and is responsible for clinical review of eligibility applications and determinations of medical necessity for MHSP.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of mental health services and the state's mental health programs; state Medicaid and other reimbursement systems for mental health services/systems and programs; evidence-based approaches to treatment of mental illness; and personal computer programs including word processing, database, spreadsheet, and communications programs. This position requires experience in utilization management and eligibility determination.

Skills: Skill in analyzing and evaluating effects of potential program modifications on overall performance of the public mental health system; conflict resolution; public relations; and oral and written communication.

Abilities: Ability to work independently in stressful situations; balance clinically identified need with fiscal limitations; manage complex programs; determine a course of action based on analysis of problems; develop, monitor, and manage expenditures within a fixed appropriation; accurately interpret and apply statutes, rules, and contractual requirements, and use those mandates in a productive way; establish and maintain effective working relationships with other professional staff; and apply analytical principles to organizational and operational problems to formulate recommendations to the program manager and bureau chief.

**EDUCATION/EXPERIENCE REQUIRED:** Post-graduate degree and current licensure in clinical or counseling psychology, social work, professional counseling, or psychiatric nursing **AND** one year of job-related work experience.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume required at time of application; and
5. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Clinical Program Officer - Mental Health Services  
Plan  
Position: #31763  
Location: Addictive & Mental Disorders Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your education and professional experience with the public mental health system, consumers of mental health services, and/or other stakeholders.